



Tea Board  
14, Biplabi Trailokya Maharaj Sarani,  
Kolkata-700 001

Dated : 05.09.2024


**OFFICE ORDER NO. 12/2024**

It has been observed that some officials/officers are staying in office premises beyond prescribed office hours regularly and therefore, the undersigned is directed to advise all concerned of the Board for not staying in office beyond the prescribed office hours.

For attending any emergent official work including Parliament Questions which are to be answered on the same day, the concerned officials will be allowed to stay in office beyond the normal working hours in any working days with the prior written permission from the level of Secretary. Otherwise, the work may be done by the concerned officers from their residences with the official laptops provided to them as the operation of lifts and UPS will be stopped/shut down sharply at 7.15 P.M. in every working days.

For attending work in any of the Board's holidays, if required, all are requested to obtain prior written permission from the level of Secretary specifying the duration of their stayal but not beyond 7.00 P.M.

This order will come into the force with immediate effect.

  
(Dr. Rishikesh Rai)  
Secretary (I/C)

**Distribution :-**

1.	All HoDs in Board's HO, Kolkata (excepting Dy. Chairman)	For necessary compliance please. They are also requested to please bring the contents of this Office Memorandum amongst all concerned working under them.
2.	FA & CAO	
3.	P.As to Dy. Chairman & Secretary	
4.	Estate Officer (I/C)	
5.	IT Cell	With the request to upload in Board's website.
6.	TBEA	
7.	Estt. Branch	With spare copies.

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